

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-448-01-2</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>03/26/01</i>	
1. FROM (Agency or establishment)  U.S. Department of Labor		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION  Office of Federal Contract Compliance Programs			
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER  Kim Harley	5. TELEPHONE  202-693-1094	DATE  <i>7-1-02</i>	ARCHIVIST OF THE UNITED STATES  <i>John W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 24 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  <i>3/22/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Maureen Hill</i>	TITLE  <i>Departmental Records Officer</i>	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

The Office of Federal Contract Compliance (OFCCP) was established by Secretary's Order No. 26-65 of October 5, 1965, pursuant to Executive Order 11246, as amended by Executive Order 11375. The Office's function was to advise the Secretary of Labor with regard to the enforcement of rules and regulations to assure non-discrimination in employment practices of certain contractors, and to maintain liaison with the Equal Employment Opportunity Commission, and the Department of Justice on matters relating to Title VII of the Civil Rights Act of 1964. In addition, the Office of Federal Contract Compliance Programs (OFCCP) was created to administer the affirmative action and non-discrimination provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974.

CC: Agency, NWMD, NWME, NWMW, NR *ed*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

Job No.:  
Date Received:  
Date Approved:

**FROM: U. S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION**

**OFFICE OF FEDERAL CONTRACT COMPLIANCE PROGRAMS**

Item No.	Description of Item	GRS or Superseded Job Citation
	<p style="text-align: center;">INTRODUCTION</p> <p>The Office of Federal Contract Compliance (OFCCP) was established by Secretary's Order No. 26-65 of October 5, 1965, pursuant to Executive Order 11246, as amended by Executive Order 11375. The Office's function was to advise the Secretary of Labor with regard to the enforcement of rules and regulations to assure non-discrimination in employment practices of certain contractors, and to maintain liaison with the Equal Employment Opportunity Commission, and the Department of Justice on matters relating to Title VII of the Civil Rights Act of 1964. In addition, the Office of Federal Contract Compliance Programs (OFCCP) was created to administer the affirmative action and non-discrimination provisions of the Rehabilitation Act of 1973, as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974.</p> <p style="text-align: center;"><b>PART I - OFFICE OF THE DIRECTOR</b></p>	

FINAL VERSION

1.	<p><b>SPEECHES, ADDRESSES, COMMENTS</b></p> <p>Invitations and remarks made at formal and informal ceremonies and other public events by agency officials from both the National Office (including Ombudsman) and Regional Offices concerning the programs of their agency. Speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups.</p> <p>Volume on hand            1 cubic foot  Annual Accumulation: 1 cubic foot  Arrangement:                Subject</p> <p>a. National Office. Record copy of Publication.</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Hold in office. Transfer to NARA when 10 years old.</p> <p>b. Regional Offices. Speeches created by the Regional Directors.</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Hold in office. Transfer to NARA when 10 years old.</p> <p>c. Invitations.</p> <p>DISPOSITION: TEMPORARY. Keep in office for four calendar years and destroy. Break file at end of calendar year.</p> <p>d. Electronic records produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>N1-448-90-2; item 2.</p> <p>Supersedes N9-448-00-003; item 6.</p>
2.	<p><b>OFCCP Official Publications</b></p> <p>The Office of Federal Contractor Compliance Programs develops publications for its employees, Federal Contractors and the Public. Draft copies of the official publications are included. Evaluations of the guides are also included.</p> <p>Volume on hand            1 cubic foot  Annual Accumulation: 1 cubic foot</p>	

	<p>Arrangement:                      Subject</p> <p>a. National Office Record Copy of Publication.</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Maintain in office and transfer to NARA when 10 years old.</p> <p>b. Drafts and Comments for the Publication.</p> <p>DISPOSITION: TEMPORARY. Destroy when no longer needed reference.</p> <p>c. Electronic record produced using e-mail or word processing</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
	<p><b>PART II -- DIVISION OF POLICY, PLANNING &amp; PROGRAM DEVELOPMENT FILES</b></p>	
3.	<p>OFCCP DIRECTIVES</p> <p>a. Directive(s) created by National and Regional Offices concerning policies, instructions, and guidance within OFCCP and case files when applicable. 1982 to present.</p> <p>Volume on hand:            100 cubic feet  Annual Accumulation: 1 cubic foot  Arrangement:                numerical/subject</p> <p style="text-align: center;">1. NATIONAL OFFICE.</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Retire to FRC when 5 years old. Transfer to NARA when 20 years old.</p> <p style="text-align: center;">2. REGIONAL OFFICES -- Directives created by the regional offices.</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Retire to FRC when 5 years old. Transfer to NARA when 20 years old.</p>	<p>Super-  sedes  N1-448-  90-2;  Item 1.</p>

	<p>b. Instructional memorandum concerning routine administrative matters, selection procedures, providing information, making announcements, temporary program directions and other issuances.</p> <p>DISPOSITION: TEMPORARY. Maintain in office and destroy when superseded or obsolete.</p> <p>c. Electronic copies of directives and instructional memorandum created on word processing and electronic mail (e-mail).</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, or distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N9-448-00-003; item 5.</p>
4.	<p><b>COORDINATION WITH THE EEOC AND OTHER FEDERAL AGENCIES</b></p> <p>a. Development of Policy Documents, Reports, Memoranda of Understanding (MOU), meetings and conferences reflecting coordination concerning EEO policies and procedures under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (including clearance of regulations and manuals (National Office).</p> <p style="padding-left: 40px;">Volume: ½ cubic foot Annual Accumulation: less than 1 cubic foot Filing scheme: subject/chronological</p> <p>DISPOSITION: PERMANENT. Break file at end of calendar year. Maintain in office and retire to FRC when five calendar years old. Transfer to NARA when 20 calendar years old.</p> <p>b. Electronic copies of Policy Documents, Reports, Memoranda of Understanding (MOU), meetings and conferences reflecting coordination concerning EEO policies and procedures under Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 4212 of the Vietnam Era Veterans Readjustment Assistance Act of 1974 (including clearance of regulations and manuals (National Office) created on word processing systems.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been filed and no longer needed for reference,</p>	<p>Supersedes N1-448-90-2; Item 18.</p> <p>Supersedes N9-448-00-003; item 13.</p>



	distribution, or electronic dissemination, whichever is later.	
6.	<p>OFCCP INTERNAL PLANNING RECORDS</p> <p>National and Regional Office internal plans and reports relating to the planning process to include those generated for the Annual Plan, OFCCP Program Plan, and the Strategic Plan.</p> <p>a. Copies of the reports:</p> <p>DISPOSITION: TEMPORARY. Break file at end of calendar year. Maintain in office and destroy when 7 calendar years old.</p> <p>b. Electronic copies produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, or whatever is later.</p>	<p>Supersedes N1-448-90-2; item 6.</p> <p>Supersedes N9-448-00-003; item 10.</p>
7.	<p>Policy Statements and Interpretations:</p> <p>a. File contains PRA and other correspondence in which regulations are cited and records created as a result of public comments submitted concerning proposed regulations. It may also contain OFCCP responses providing established interpretations and clarifications as well as copies of hearing transcripts containing statements of policy and policy interpretations.</p> <p>DISPOSITION: TEMPORARY. Cut off file at end of calendar year. Maintain in office. Destroy when no longer needed for administrative purposes.</p> <p>b. Documents which develop and establish new policies and program regulatory changes (National Office only). Program memoranda, which cite new policies or changes in existing policies.</p> <p>DISPOSITION: TEMPORARY. Cut off file at end of Calendar year. Hold in office and destroy when no longer needed.</p> <p>c. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is</p>	<p>Supersedes N1-448-93-1; item 1.</p> <p>N9-448-00-003; item 2.</p>

	later.	
8.	<p>Customer Satisfaction Survey</p> <p>As part of OFCCP's compliance with the Government Performance and Results Act (GPRA), OFCCP conducts an annual survey of a sample of supply and service contractors.</p> <p>a. List of contractors, letter/sent to contractors, completed surveys, spreadsheets of data, results of survey/ report, preliminary reports, and OMB survey appeal documents.</p> <p>DISPOSITION: TEMPORARY. Cut off file at end of calendar year. Maintain in office for two calendar years and destroy.</p> <p>b. Electronic records produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
	<b>PART III -- DIVISION OF MANAGEMENT AND ADMINISTRATION PROGRAMS</b>	
9.	<p>OFCCP INFORMATION SYSTEM (OFIS)</p> <p>The OFIS supports the OFCCP Program's primary mission to protect equal employment opportunity rights of employees &amp; enforce related standards in compliance with the laws that the program administers. This mission-critical system incorporates the following information systems previously used in the OFCCP.</p> <ul style="list-style-type: none"> <li>• Compliance Review Information System (CRIS)</li> <li>• Complaint Administration System (CAS)</li> <li>• Financial Agreement Information System (FAIS)</li> <li>• Employment Eligibility I-9 Verification System (ESA-91)</li> <li>• Time Reporting Information System (TRIS)</li> <li>• Federal Procurement Data System (FPDS)</li> <li>• Equal Employment Data System (EEDS)</li> <li>• Performance Management System (FMS)</li> </ul> <p>a. ELECTRONIC RECORD MEDIA</p> <p>THE OFIS DATABASE (Master File). This mission-critical database contains information on compliance and</p>	<p>Supersedes N1-448-90-2; items 9, 10, 11, 12,13, 14, and 16.</p> <p>Also supersedes NC1-174-76; item 5 and N9-448-00-003; item 3.</p>

complaint investigations conducted by the OFCCP. This information is for both historical investigations and ongoing investigations. There is also a disaster recovery procedure in place. The information in the OFIS Database must adhere to the established impact criteria described below:

Data Confidentiality	Medium to High
Data Integrity	Medium to High
Data Availability	Low

PRIVACY RESTRICTIONS: YES

ARRANGEMENT OF DATA. Data is available in the OFIS database for reporting purposes according to the following structure:

Nationwide Scope  
Regional Office Scope  
District Office Scope

Electronic Media Volume:	2 CDs
Annual Accumulation:	Less than 1 Data Cartridge

PRIVACY RESTRICTIONS: YES

DISPOSITION: PERMANENT. Cutoff period – 5 calendar years. Transfer to the NARA every 5 calendar years in a format acceptable to NARA at time of transfer.

b. OUTPUT RECORDS (Paper Documents)

1. Case File Documents (Forms)

Computer generated forms provided by this system are used as part of the official case file.

PRIVACY RESTRICTIONS: YES

DISPOSITION: TEMPORARY. Cut off file at end of calendar year. Hold in office and destroy when seven calendar years old.

2. Hard Copy Reports.

	<p>(a) Management reports generated by this system are provided when requested. These reports are then retained by the requesting office (National, Regional, or District).</p> <p>DISPOSITION: TEMPORARY. Cut off file at end of calendar year and hold in office. Transfer three calendar years after cut off to FRC. Destroy when seven calendar years old.</p> <p>(b) Special Studies, Summary and Final Reports.</p> <p>Record created in receipt of data from Contractors and compliance agencies for Computation. The data is used for summary Reports on employment practices, special Studies on the under-utilization of minorities And women, and reports on the status of Complaints processed by OFCCP.</p> <p>The data enables OFCCP to make evaluation Of agency enforcement of Federal contractors Subject to the requirements of Executive Order LI246, as amended, and serves as a means for monitoring and planning compliance program activities. These records are used for continuous research and documentation.</p> <p>DISPOSITION: TEMPORARY. All reports generated are destroyed immediately when there is no longer a requirement needed for information.</p> <p>c. System Documentation.</p> <p>User's Manual, System Maintenance Manual, Data Entry Operator's Manual, and a Programmer's Operations Manual.</p> <p>Arrangement: No special arrangement Volume: 1/2 cubic foot Annual Accumulation: Unknown</p> <p>DISPOSITION: PERMANENT. Hold in office and transfer copy of documentation with database data to NARA.</p>	
10.	Equal Opportunity Survey	

	<p>The information collected on this EO Survey will be used to focus OFCCP activities such as compliance evaluations, outreach, consultations, and technical assistance programs. This survey will be maintained by an off-site contractor with OFCCP having full jurisdiction.</p> <p>a. Justification Documents-System Life Cycle Development (SLCD).</p> <p>DISPOSITION: TEMPORARY. Transfer when 3 years old to FRC. Destroy when 7 calendar years old.</p> <p>b. Program Documents (Progress Reports Tracking Reports)</p> <p>DISPOSITION: TEMPORARY. Transfer when no longer needed for updates or reference.</p> <p>c. Deliverable Items: Reports, Help Desk Reports &amp; Notes Databases, EO Surveys (originals &amp; copies), Selection Lists, Selection Procedures, Model Results, Source Code and System Documentation, Show Cause and Notices File/Records</p> <p>DISPOSITION: TEMPORARY. Transfer when 3 years old to FRC. Destroy when 7 calendar years old.</p> <p>d. Original EO Survey completed by the Federal Contractors.</p> <p>DISPOSITION: TEMPORARY. Transfer when 3 years old to FRC. Destroy when 7 calendar years old.</p> <p>e. Electronic records produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
11.	<p>Training, Conferences, Meetings</p> <p>The Office of Federal Contract Compliance Programs conducts various training sessions, conferences, and meetings throughout the year. Records are generated in preparation for those sessions.</p> <p>a. One copy of each manual, syllabus, textbook, and other training aid developed by the agency.</p>	Supersedes N1-448-90-2; item 4.

	<p>DISPOSITION: PERMANENT. Cut off file at end of calendar year and hold in office. Transfer to FRC three calendar years after cut off. Transfer to NARA seven calendar years after cut off.</p> <p>Volume: 1 complete set Annual accumulation: ½ cubic foot Arrangement: subject/chronological</p> <p>b. Draft copies of training manuals, agendas, hotel information, correspondence, and evaluations.</p> <p>DISPOSITIONS: TEMPORARY. Maintain in office. Destroy when no longer needed for reference, update, or revision.</p> <p>c. Electronic copies of manuals, syllabus, textbooks, training aids, and other materials created on word processing systems as well as any electronic mail messages sent or received concerning a conference or meeting.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	Supersedes N9-448-00-003; item 8.
12.	<p>EEO Awards: EVE, EPIC, and Secretary's Opportunity Awards</p> <p>The Secretary's Opportunity 2000 Award, initiated in 1988, and is presented by the Secretary of Labor to one contractor each year that has established and instituted comprehensive workforce strategies to ensure equal employment opportunity.</p> <p>The- EVE Award, initiated in 1983, is presented by the Deputy Assistant Secretary for Federal Contract Compliance (DAS), to those contractors that have demonstrated through programs or activities, exemplary and innovative efforts to increase the employment opportunities for employees, including minorities, women, individuals with disabilities and covered veterans. For the purpose of this Notice the term "Federal contractor" includes federally assisted construction contractors.</p> <p>The EPIC Award, initiated in 1994, is presented by the DAS to selected public interest organizations that have supported affirmative action and linked their efforts with those of Federal contractors to enhance employment opportunities for minorities,</p>	

<p>women, individuals with disabilities and protected veterans.</p> <p>a. Memos, Listing and Tracking Reports, Letters Correspondence and Reports not concerning the Secretary of Labor.</p> <p>DISPOSITION: TEMPORARY. Maintain in office and destroy when five calendar years old.</p> <p>b. Videos of the EVE Ceremony which includes the presentation of the Secretary of Labor award original/master of the video on a professional video format, along with a VHS reference copy (if existing), and any background documentation available.</p> <p>DISPOSITION: PERMANENT. Maintain in National office for three calendar years and transfer to NARA.</p> <p>Volume: 1 complete set Annual accumulation: ½ cubic foot Arrangement: subject/chronological</p> <p>c. Planning Book of the EVE Ceremony which contains plans, logistics, lists of invitees, and other data including information concerning the Secretary of Labor</p> <p>DISPOSITION: PERMANENT. Maintain in National office for three calendar years and transfer to NARA.</p> <p>Volume: 1 complete set Annual accumulation: ½ cubic foot Arrangement: subject/chronological</p> <p>d. Pamphlets of the EVE Ceremony</p> <p>DISPOSITION: PERMANENT. Maintain in National office for three calendar years and transfer to NARA.</p> <p>Volume: 1 complete set Annual accumulation: ½ cubic foot Arrangement: subject/chronological</p> <p>e. Nomination Proposals</p> <p>Contractors submitted for nomination, either through self-initiation or by Regional Staff, proposals to OFCCP containing</p>	
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	<p>company information and reasons why they should be selected.</p> <p>1) Original Nomination Proposals</p> <p>DISPOSITION: TEMPORARY. Keep in Regional Office for five calendar years and then destroy.</p> <p>2) Nomination Proposals which are selected for an award.</p> <p>DISPOSITION: PERMANENT. Maintain in National Office and break file at the end of the calendar year. Transfer to NARA after seven calendar years.</p> <p>Volume: 1 complete set Annual accumulation: ½ cubic foot Arrangement: subject/chronological</p> <p>f. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference or distribution, or electronic dissemination, whichever is later.</p>	
	<b>PART IV – DIVISION OF PROGRAM OPERATIONS</b>	
13.	<p><b>QUALITY CONTROL AUDITS/ACCOUNTABILITY REVIEWS</b></p> <p>Documents/correspondence related to reviews of program operations, Quality Review and Analysis Records, Quality Audits/Accountability Review and background information.</p> <p>a. Cutoff file at end of calendar year.</p> <p>DISPOSITION: TEMPORARY. Maintain in office. Destroy two years after end of calendar year or when no longer needed in current operation, whichever is earlier.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY.. Delete when record keeping copy as been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N1-448-90-2; item 21.</p> <p>Supersedes N9-448-00-003; item 16.</p>
14.	<b>NOTICE OF CONTRACTOR AWARD</b>	Superseded

	<p>a. Federal agencies who get government contracts are required to notify the appropriate regional office of OFCCP within ten (10) days of each construction contract or subcontract award of \$10,000 or more which results in whole or in part from a grant, contract, loan insurance or guarantee from your Department or agency. The notification should include the name, address and telephone number of the contractor or subcontractor, employer identification number, dollar amount of the contract or subcontract, estimated starting and completion dates of the contract or subcontract, project name and geographical area in which the contract or subcontract is to be performed.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office and destroy when 3 calendar years.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>es N1-448-90-2; item 26.</p> <p>Supersedes N9-448-00-003; item 18.</p>
15.	<p><b>REQUEST TO DETERMINE CONTRACTOR ELIGIBILITY COVERAGE</b></p> <p>a. Correspondence regarding coverage. The Office of Federal Contract Compliance Programs (OFCCP) administers three equal employment opportunity programs: Executive Order 11246, as amended (race, color, religion, sex, national origin); Section 503 of the Rehabilitation Act of 1973, as amended (handicap); and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 2012 (Vietnam era and disabled veterans). Determination on whether the employer is covered by any of the above OFCCP programs.</p> <p>DISPOSITION: TEMPORARY. Break the file at the end of the calendar year. Maintain in office and destroy when 5 calendar years old.</p> <p>b. Electronic copies of documents created on word processing systems.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating,</p>	<p>Supersedes N1-448-90-2; item 27.</p> <p>Supersedes N9-448-00-003; item 19.</p>

	reference, distribution, or electronic dissemination, whichever is later.	
16.	<p><b>DETERMINATION OF SUBSTANTIAL ISSUES (NATIONAL OFFICE)</b></p> <p>a. Under 41 CFR 60-2.2(b), contractors found not to be in compliance with the provisions of this section may appeal such findings. These are records of appeals and decisions by the Deputy Assistant Secretary of OFCCP, Deputy Director, and Director of Operations.</p> <p>Annual volume: 1 cubic foot.  Filing Scheme: subject/chronological.  (Amount on hand: less than 1 cubic foot)</p> <p><b>DISPOSITION: PERMANENT.</b> Break file at end of calendar year. Maintain in office and retire to FRC when 3 calendar years old. Transfer to NARA when 20 calendar years old.</p> <p>b. Electronic records of documents created on word processing systems.</p> <p><b>DISPOSITION: TEMPORARY.</b> Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N1-448-90-2; item 29.</p> <p>Supersedes N9-448-00-003; item 21.</p>
17.	<p><b>CONTRACT COMPLIANCE ACTIVITY LOG</b></p> <p>These documents contain chronology listings of events, including dates, contracts and types of activities as shown below. Normally, they are maintained at all levels – National Office, Regional Office, District Office and Area Office.</p> <p>a. Log of Complaint Appeals.</p> <p>Log of appeals of determination concerning complaints of discrimination.</p> <p><b>DISPOSITION: TEMPORARY.</b> Maintain in office and transfer to FRC when 3 calendar years old. Destroy when 10 calendar years old.</p> <p>b. Log of Conciliation agreements</p>	<p>Supersedes N1-448-90-2; item 31.</p>

	<p>Log of all conciliation agreements between OFCCP and contractors.</p> <p>DISPOSITION: TEMPORARY. Maintain in office and transfer to FRC when 3 calendar years old. Destroy when 10 calendar years old.</p> <p>c. Log of Debarment and Reinstatements (National Office)</p> <p>Log of actions debaring contractors doing business with Federal Government and actions reinstating contractors.</p> <p>DISPOSITION: TEMPORARY. Maintain in office and transfer to FRC when 5 calendar years old. Destroy when 20 calendar years old.</p> <p>d. Log of Letters of Commitment (National Office)</p> <p>A log of letters signed by contractors committing themselves to correcting deficiencies found in their affirmative action programs.</p> <p>DISPOSITION: TEMPORARY. Destroy 1 calendar year after contractor compliance action has been completed.</p> <p>e. Pre-award Clearance Request Logs (National Office and Regional Offices).</p> <p>Records of written and telephone requests from agency procurement offices and responses thereto in log form maintained in the National Office and the Regional Offices.</p> <p>DISPOSITION: TEMPORARY. Destroy 1 calendar year after contractor compliance action has been completed.</p> <p>f. Log of Show Cause Notices (National Office and Field).</p> <p>Log of notices to contractors to show cause why Administrative/legal sanctions should not be imposed.</p> <p>DISPOSITION: TEMPORARY. Destroy 1 calendar year after contractor compliance action has been completed.</p> <p>g. Copies of Depositions, Interrogatories and Affidavits. (National Office and Regional Offices)</p>	
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	<p>Documents prepared in response to civil action concerning the administration of the OFCCP programs.</p> <p>DISPOSITION: TEMPORARY. Maintain in office and transfer to FRC 3 calendar years after civil action. Destroy when 10 calendar years old.</p> <p>h. Log of Incoming Correspondence (Field).</p> <p>DISPOSITION: TEMPORARY. Destroy after 1 calendar years.</p> <p>i. Log of Certified Mail (Field).</p> <p>DISPOSITION: TEMPORARY. Destroy after 1 calendar years.</p> <p>j. Log of Tracking Reports (Field).</p> <p>DISPOSITION: TEMPORARY. Destroy after 1 calendar years.</p> <p>k. Electronic records of documents created on word Processing systems.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N9-448-00-003; item 23.</p>
18.	<p>REQUESTS FOR EXEMPTIONS AND WAIVERS (N.O.)</p> <p>a. Requests by contractors for exemption from coverage of Executive Order 11246, Sec. 503, and VERRA as amended, and responses to those requestors. These records may be needed for <u>litigation</u> matters. Records include requests for exemptions for waivers including approved and denied request.</p> <p>DISPOSITION: TEMPORARY. Break file at end of calendar year. Maintain in office. Retire to FRC when 2 calendar years old. Destroy when 20 calendar years old.</p> <p>b. Electronic records of documents produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been filed and no longer needed for updating, reference, distribution, or electronic dissemination,</p>	<p>Supersedes N1-448-90-2; item 32.</p> <p>Superseded</p>

	whichever is later.	es N9-448-00-003; item 24.
19.	<p><b>COMPLIANCE EVALUATIONS FILES</b></p> <p>Records concerning Federal contractors including records of supply and service, construction compliance reviews, and corporate management reviews as well as related background materials. Mega Projects files are also included.</p> <p>a. Compliance evaluations where either no discrimination has been found or where informal conciliation/settlement has been reached.</p> <p><b>DISPOSITION: TEMPORARY.</b> Retain in office three calendar years after administrative/legal action (including judicial) is completed or case otherwise is closed; then transfer to FRC. Break file at end of calendar year. Destroy seven calendar years after case closure.</p> <p>b. Compliance evaluations where discrimination was found and no settlement reached.</p> <p><b>DISPOSITION: TEMPORARY.</b> Retain in office three years after administrative/legal action (including judicial) is completed or case otherwise is closed then transfer to FRC. Break in file at end of calendar year. Destroy seven calendar years after close of case.</p> <p>c. Electronic copies of records of documents produced using e-mail or word processing.</p> <p><b>DISPOSITION: TEMPORARY.</b> Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p> <p><b>NOTE FOR NATIONAL OFFICE</b></p> <p>Contractor files that have been forwarded to National Office for whatever purpose must be returned to the appropriate DO/AO when final action has been completed for proper filing and subsequent disposal. Additionally, any contractor files established in the National Office (i.e. assumption of jurisdiction) must be forwarded eventually to the appropriate DO/AO.</p>	<p>Supersedes N1-448-93-1; item 3.</p> <p>Supersedes N9-448-00-003; item 30.</p>

	Likewise a copy of any correspondence prepared in the National Office which has relevance to a given contractor file must be routed through channels to the proper office for filing.	
20.	<p>All Decrees entered into by DOL/Justice/OFCCP/EEOC and Federal Contractors.</p> <p>a. All material related to the enforcement and evaluation of the Decrees—follow-up reports, compliance review reports and complaints generated by the decree.</p> <p>DISPOSITION: TEMPORARY. Break file at end of calendar year. Maintain in office. Transfer to FRC on termination of decree. Destroy six years after termination.</p> <p>b. Electronic copies of documents produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes NC1-174-76-4, Item 2.</p> <p>Supersedes N9-448-00-003; item 1.</p>
21.	<p>Contractor's Affirmative Action Plans (Regional and District Offices):</p> <p>a. Annual reports submitted to compliance agencies Federal contractors to document contractors' efforts to meet the requirements of Executive Order 11246, as amended.</p> <p>DISPOSITION: TEMPORARY. Maintain in Regional office and destroy three calendar years from date of submission to agency. These records are updated annually and should only be kept for three years because of the right to appeal clause.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes NC1-174-76-4, item 6.</p> <p>Supersedes N9-448-00-003; item 4.</p>
22.	<p>Conciliation Agreement Files</p> <p>a. A binding written agreement between a contractor and OFCCP that details specific contractor commitment to resolve the alleged violations set forth in the agreement. May also include all follow-up files.</p>	

	<p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office for three calendar years or until the agreement is satisfied whichever is longer, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
23.	<p>Debarments and Reinstatements Files</p> <p>a. Copies of Debarments and Reinstatements related to contractors or compliance evaluations.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office seven calendar years or until debarment is satisfied or reinstatement has been issued or whatever is sooner, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
24.	<p>Expert Witness Files</p> <p>a. Records concerning the procurement of individuals used as an expert witness such as doctor or statistician to examine, analyze, and ascertain information and provide testimony as needed.</p> <p>DISPOSITION: TEMPORARY. Maintain in office until no longer needed for reference, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
25.	<p>Extensions Files</p> <p>a. Record of Extensions granted to complete compliance evaluations and complaint investigation of Federal Contractors.</p>	

	<p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office until the extension has expired not to exceed one calendar year, then destroy.</p> <p>c. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>							
26.	<p>Joint Review Committee Files</p> <p>a. Documents, including minutes, associated with meetings between the Department's Solicitor's Office and OFCCP concerning open cases.</p> <p>DISPOSITION: TEMPORARY. Maintain in office until no longer needed for reference, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>							
27.	<p>Tracking System for High Profile Cases</p> <p>OFCCP maintains an electronic system of information concerning High Profile Cases. OFCCP uses these reports to track and monitor cases that have significant media interest and/or involve politically sensitive issues that would have nationwide impact.</p> <p>a. MASTER FILE Operates in a PC environment and used in an inter-office network setting.</p> <table> <tr> <td>Data Confidentiality</td> <td>Low</td> </tr> <tr> <td>Data Integrity</td> <td>Low</td> </tr> <tr> <td>Data Availability</td> <td>Low</td> </tr> </table> <p>PRIVACY RESTRICTIONS: No</p> <p>Electronic Media Volume: 1 CDs Annual Accumulation: Less than 1 CD</p> <p>DISPOSITION: TEMPORARY. Maintain in office until no</p>	Data Confidentiality	Low	Data Integrity	Low	Data Availability	Low	
Data Confidentiality	Low							
Data Integrity	Low							
Data Availability	Low							

	<p>longer needed for reference or updates, then destroy.</p> <p>b. INPUT RECORDS Weekly Reports are sent to the National Office from the Regions; they contain Contractor's names and location, significant status dates, major developments to the case, case closure and monetary settlement, which are used to up-date the system. Records provided by OTIS.</p> <p>DISPOSITION: TEMPORARY. Maintain in office two years or until no longer needed for reference or updates, whichever is longer, then destroy.</p> <p>c. OUTPUT RECORDS</p> <p>Reports are made quarterly by sub categories; i.e. corporate management reviews, secretary special initiatives.</p> <p>DISPOSITION: TEMPORARY. Maintain in office two years or until no longer needed for reference or updates, whichever is longer then destroy.</p> <p>d. SYSTEM DOCUMENTATION</p> <p>System Maintenance Manual and Scope of Work</p> <p>DISPOSITION: TEMPORARY. Maintain in office until no longer needed for reference or updates, then destroy.</p>	
28.	<p>Deputy Assistant Secretary Review Records</p> <p>a. The Deputy Assistant Secretary for OFCCP may initiate reviews based on a variety of reasons other than the standard way, OTIS. Therefore, memos and letters are produced.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office for seven calendar years, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	

29.	<p>Office of Inspector General Reports/Audits of the Agency by other agencies.</p> <p>Any records resulting from a review by the Office of Inspector General or any other Federal agency other than the General Accounting Office.</p> <p>a. Records resulting from the facilitation of the meeting.</p> <p>DISPOSITION: TEMPORARY. Maintain in office. Destroy one calendar year after meeting.</p> <p>b. Records that have been created as a result of the audit such as final reports and any response reports.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office for ten calendar years, then destroy.</p> <p>c. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
30.	<p>Reports from Taskforces for each Fiscal Year</p> <p>OFCCP has charted groups to research information concerning certain topics such as: Regulatory Policy Changes, Glass Ceiling Reports.</p> <p>a. Reports or any other administrative records generated by the Taskforces.</p> <p>DISPOSITION: TEMPORARY. Break file at end of fiscal year. Maintain in office for as long as meets the business needs of the office, then destroy.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
31.	STANDARDS AFFIRMATIVE ACTION FORMAT (SAAF)/	Superseded

	<p>NATIONAL AFFIRMATIVE ACTION PLAN FORMAT (NAAPF)</p> <p>a. Affirmative action program formats for national contractors developed with major contractors or contractor groups to assure consistent format and appropriate content. These formats establish agency approved agreed upon methods for presenting various segments of the contractor's affirmative action program for review.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office and transfer to FRC when five calendar years old. Destroy when ten calendar years old</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>es N1-448-90-2; item 20.</p> <p>Supersedes N9-448-00-003; item 15.</p>
32.	<p>COMPLAINTS AGAINST GOVERNMENT CONTRACTORS</p> <p>Records created in receipt and processing of complaints filed pursuant to Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, and 38 USC 2012 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974. (Does not include reports of complaints recommended for enforcement.)</p> <p>a. Copies of all duplicate documents relating to the acknowledgment and referral for action to Regional Offices or other sources for complaints of discrimination (excluding those which were investigated and/or administrative action taken).</p> <p>DISPOSITION: TEMPORARY. Maintain in the office and destroy when three months old.</p> <p>b. Copies of complaints referred to EEOC and other agencies for proper disposition under Title VII of the Civil Rights Act of 1964.</p> <p>DISPOSITION: TEMPORARY. Maintain in the office and destroy one calendar year after referral.</p> <p>c. Record of complaints determined to be within the jurisdiction of OFCCP and investigated by OFCCP.</p>	<p>Supersedes N1-448-90-2; item 22.</p>

	<p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Retain in active files until case is resolved. Retire to inactive file for a period of four calendar years; in case of appeal of findings in the discrimination case. Maintain in the office and destroy four calendar years after case is resolved.</p> <p>d. All cases that are recommended for administrative enforcement under the jurisdiction of Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or the Civil Rights Act of 1964.</p> <p>DISPOSITION: TEMPORARY. Retain in active files until case is resolved, retain in inactive file for a period of four calendar years in case of appeal of findings in the discrimination case. Maintain in the office and destroy four calendar years after case is resolved.</p> <p>e. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	
33.	<p><b>HOMETOWN PLAN</b></p> <p>Hometown Plans are voluntary affirmative action agreement among contractors and the union in a local area and representatives of minority and women's groups in the local community. The four groups develop a plan for compliance with Executive Order 11246, as amended, and present it to the Office of Federal Contract Compliance Programs (OFCCP) for approval. If the plan is approved, participation in the plan by contractors will satisfy their obligations under Executive Order 11246 as long as they make a good faith effort to comply with the goals and affirmative action requirements of the Plan.</p> <p>The Hometown Plan is administered by an Administrative Committee on which there is equal representation by the minority community, women's group, unions and contractors. The Hometown Plan brings together these four groups in a cooperative effort to recruit, train and employ minorities and women for the full range of jobs in the construction industry.</p> <p><b>RECORD COPY OF HOMETOWN AND IMPOSED PLANS AND RELATED MATERIALS</b></p>	Supersedes N1-448-90-2; item 25.

	<p>a. These records are relative to ongoing matters in the construction program and used in evaluation and monitoring of the construction program.</p> <p>DISPOSITION: TEMPORARY. Break file at the end of the calendar year. Maintain in office and retire to FRC three calendar years after termination of the Hometown Plan. Destroy seven calendar years after termination of Hometown or Imposed Plan.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N9-448-00-003; item 17.</p>
34.	<p><b>LEGAL DETERMINATION AND OPINIONS</b></p> <p>a. Legal opinions rendered by SOL and other judiciary legal determinations and opinions concerning EO laws, rules and/or regulations. Also includes correspondence relating to legal and judicial matters not involving specific cases (law firms, SOL, etc.).</p> <p>DISPOSITION: TEMPORARY. Maintain in office. Break file at end of calendar year. Transfer to FRC five calendar years after superseded or canceled. Destroy when 20 calendar years old.</p> <p>b. Electronic record produced using e-mail or word processing.</p> <p>DISPOSITION: TEMPORARY. Delete when record keeping copy has been created or when no longer needed for updating, reference, distribution, or electronic dissemination, whichever is later.</p>	<p>Supersedes N1-448-90-2; item 30.</p> <p>Supersedes N9-448-00-003; item 22.</p>